

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 7/15/2014	(3) CONTACT/PHONE Jim Bergman (805-781-5708) and Tami Douglas-Schatz (805-781-5959)	
(4) SUBJECT Submittal of a resolution approving the new classification and establishing the salary range of Building Division Supervisor, and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by deleting 2.00 FTE Supervising Building Inspectors, 1.00 FTE Assistant Building Official, 1.00 Supervising Building Plans Examiner, and 1.00 FTE Supervising Planner and adding 5.00 FTE Building Division Supervisors. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve the resolution establishing the new classification and salary range of Building Division Supervisor and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by deleting 2.00 FTE Supervising Building Inspectors, 1.00 FTE Assistant Building Official, 1.00 Supervising Building Plans Examiner, and 1.00 FTE Supervising Planner and adding 5.00 FTE Building Division Supervisors.			
(6) FUNDING SOURCE(S) Current Department Budget	(7) CURRENT YEAR FINANCIAL IMPACT \$4,958	(8) ANNUAL FINANCIAL IMPACT \$4,958	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? Yes	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Lisa M. Howe			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Planning and Building / Jim Bergman
Human Resources/Tami Douglas-Schatz

DATE: 7/15/2014

SUBJECT: Submittal of a resolution approving the new classification and establishing the salary range of Building Division Supervisor, and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by deleting 2.00 FTE Supervising Building Inspectors, 1.00 FTE Assistant Building Official, 1.00 Supervising Building Plans Examiner, and 1.00 FTE Supervising Planner and adding 5.00 FTE Building Division Supervisors. All Districts.

RECOMMENDATION

It is recommended that the Board approve the resolution establishing the new classification and salary range of Building Division Supervisor and amending the Position Allocation List (PAL) for Fund Center 142 – Planning and Building, by deleting 2.00 FTE Supervising Building Inspectors, 1.00 FTE Assistant Building Official, 1.00 Supervising Building Plans Examiner, and 1.00 FTE Supervising Planner and adding 5.00 FTE Building Division Supervisors.

DISCUSSION

As part of the Planning and Building Department's ongoing reorganization and workforce planning, the department is realigning its management and supervisory structure. Currently, the department is comprised of three separate divisions (Operations, Planning and Building). The Planning Division management and supervisory team consists of Division Managers and Supervising Planners. The Building Division management and supervisory team consists of Division Managers, Supervising Building Inspectors, a Supervising Plans Examiner, and Supervising Planners. Approval of this Resolution will allow for the Building Division to be aligned with the management and supervision structure of the Planning Division. Restructuring of the Building Division will allow for greater flexibility and movement of supervisors throughout the various units of the Building Division. As such, on May 28, 2014, the Civil Service Commission (CSC) approved a single supervisory classification, Building Division Supervisor, which encompasses multiple units within the Building Division.

The new Building Division Supervisor classification encompasses the combined responsibilities of, and will replace, the current classifications of Supervising Building Inspector, Supervising Plans Examiner and Supervising Planner (Code Enforcement). Supervising Building Inspectors currently oversee only Building Inspectors. The Supervising Plans Examiner oversees Building Plans Examiners, Land Use Technicians and an Administrative Assistant. As illustrated in the attached organizational chart, the new classification of Building Division Supervisor will oversee the Building Division's Code Enforcement, Building Inspection, and Plan Review units as well as the new North County Permit Center.

The new Building Division Supervisor classification will provide the department with greater flexibility to move supervisors across multiple units within the Building Division. Incumbents in the new Building Division Supervisor classification could be assigned to several sections within the Building Division and be directly supervising not only Building Inspectors, but also Land Use Technicians, Plans Examiners, Administrative Assistants, and Resource Protection Specialists (code enforcement). Incumbents in this new classification can be rotated to other sections as workload, training, and vacancies create a need.

The recommended salary is appropriate for the classification's level of duties, complexity, independence and decision

making authority and is consistent with the County's internal salary setting methodology.

OTHER AGENCY INVOLVEMENT/IMPACT

The Civil Service Commission approved this new classification on May 28, 2014. The County Administrative Office and SLOCEA have reviewed this request and agree with the recommendations.

FINANCIAL CONSIDERATIONS

The anticipated net annual cost of the proposed changes is \$4,958. The financial considerations are detailed in the table below:

Recommendation	Annual Financial Impact
Reallocation of one vacant 1.00 FTE Assistant Building Official position to 1.00 FTE Building Division Supervisor position	-\$ 12,874 ¹
Reallocation of one vacant 1.00 FTE Supervising Building Inspector position to 1.00 FTE Building Division Supervisor position	\$ 12,060
Reclassification of 1.00 FTE Supervising Building Inspector position to 1.00 Building Division Supervisor position	\$ 5,772
Reclassification of 1.00 FTE Supervising Building Plans Examiner position to 1.00 Building Division Supervisor position	\$ 0
Reclassification of 1.00 FTE Supervising Planner position to 1.00 Building Division Supervisor position	\$ 0
NET COST:	\$ 4,958

The Planning and Building Department can absorb this cost through salary savings. On-going costs for these positions will be part of future budgeting.

RESULTS

This action will provide the department with the ability to cross train and use supervisors more efficiently throughout the Building Division while also providing employees the opportunity to acquire new skills. The increased opportunity for cross training contributes to proper succession planning, organizational efficiencies and improved customer service, thus contributing to a well-governed organization.

This action will affect five positions as detailed in the table below:

Current Classification	New Classification
1.00 FTE Supervising Building Inspector	1.00 FTE Building Division Supervisor
1.00 FTE Supervising Building Inspector (vacant)	1.00 FTE Building Division Supervisor
1.00 FTE Assistant Building Official (vacant)	1.00 FTE Building Division Supervisor
1.00 FTE Supervising Plans Examiner	1.00 FTE Building Division Supervisor
1.00 FTE Supervising Planner (Code Enforcement)	1.00 FTE Building Division Supervisor

This change will affect three current incumbents: one Supervising Building Inspector, one Supervising Building Plans Examiner and one Supervising Planner, who will be reclassified upon Board approval. A recruitment to fill the two (2) vacant positions is expected to begin during the month of July 2014 with candidates being selected in August or September 2014.

¹ The net decrease is a result of the Assistant Building Official reclassification, currently assigned as a Management classification, becoming a Supervisory classification; therefore, overall compensation decreases due to variable and fixed costs associated with the classification.

ATTACHMENTS

1. Building Division Supv Allocation & Salary Resolution
2. PAL Change Org Chart_Current
3. PAL Change Org Chart_Proposed